



**QUARTELY MEETING OF THE
SPRINGFIELD HISTORIC SITES COMMISSION**

June 8, 2020

Zoom Video Conferencing

4:30 p.m.

Attendance:

[X] Denotes present

<input checked="" type="checkbox"/> Molly Berns	<input type="checkbox"/> Craig Colbrook	<input checked="" type="checkbox"/> Stephanie Do
<input type="checkbox"/> Lindsay Evans	<input type="checkbox"/> Peggi Gant	
<input checked="" type="checkbox"/> LaKeisha Purchase	<input checked="" type="checkbox"/> Aaron Schroeder	<input checked="" type="checkbox"/> Myrel Simmons
<input checked="" type="checkbox"/> Ernie Slottag	<input checked="" type="checkbox"/> Dave Steckel	<input type="checkbox"/> Don Walton

Staff: Mesfin Lenth

Guests:

1) Call to Order

Historic Site Commission Chair, Dave Steckel called the meeting to order at 4:32 PM.

2) Roll Call

Attendance were taken over Zoom as described above.

3) Approval of Minutes

March 2020 minutes were unanimously approved on a motion by Commissioner Slottag, seconded by Commissioner Purchase.

4) Introductions, announcements and correspondence

5) Reports from Officers and Committees (none)

On behalf of the Design Review Committee Chair Don Walton, Commissioner Steckel indicated the Design Review Committee met on May 6th to review application for exterior sign permit on 517 South 4th Street (Historic Zoning District 2), which was approved unanimously as submitted.

OPED Staff Mesfin Lenth provided Muni-Code Ordinance report about the appropriate signage and regulations within H-1, H-2, and H-3 being 9 Square Feet.

Commissioner Steckel asked if OPED Staff is certain on the signage requirement and requested to confirm with Building and Zoning, specifically with Matt McLaughlin that the signage size requirement applies to the three Historic Zoning Districts. Commissioner Steckel believes that the size requirement is only applicable to H-3.

6) Other Reports and Presentations (none)

7) Action Items (none)

8) Unfinished Business

9) New Business

While reviewing the HSC Bylaws and the Duties of the Standing Committees, HSC Chair Dave Steckel inquired if the Design Review Committee and the Zoning & Landmark Committee are the only two committees that are mandatory.

OPED Staff confirmed that the Design Review Committee is a mandatory committee, but wasn't certain about the Zoning & Landmark Committee being mandatory. OPED Staff indicated that



currently the Community Relations Committee and the Education & Web Committee are also part of the HSC, but not certain whether they are active or inactive.

Commissioner Steckel said “if we don’t have Landmark Committee, we would have to address landmark with the Commission; is that correct?”

Commissioner Bern said “Mr. Chairman, I believe you’re able to assign a Special Committee should something else come up regarding Landmark before the Commission.”

Commissioner Simmons said “I thought Landmark was done by the Zoning Committee?”

OPED Staff indicated that the name of the Committee regarding Landmark is combined with Registry, Landmark & Zoning Committee as one.

Commissioner Simmons said “Yes, I thought that Landmark and Zoning were one Committee, and that Zoning issues have to be brought before the entire Commission.”

Commissioner Steckel asked if there are zoning issues or zoning issue requests in Legal for quite some time?

Commissioner Berns said, “Yes. Simmons can step in, but there was an ordinance proposed to make a sign regulations in H-2 the same as in H-3, and it has been a year or a year and half maybe.”

Commissioner Steckel said “It seems like Building and Zoning has been enforcing it that way, even though it was not reflected in the Municipal Ordinance Page.”

Commissioner Simmons elaborated stated that he thought the ordinance was passed and the HSC was waiting to reflect the proposed change into the Bylaws. Commissioner Simmons said he will look into it.

Commissioner Steckel said “If that’s the case, then, the regulation is consistent with what Building and Zoning are saying with regard to signage size being applicable to H-1, H-2, and H-3. What’s everyone’s opinion on the different committees? If the proposed change is resolved, then we can handle it with a Special Committee; if not, we should continue with that committee.

OPED Staff was told that Commissioner Simmons chaired the Landmark & Zoning Committee with 3 members, but not certain who were the Committee Members.

Commissioner Steckel indicated the Education and Web Committee was primarily controlled by the City, but rules and regulations might have prevailed.

Commissioner Purchase asked if there are any members on that committee currently.

Commissioner Steckel believes that there are no current members on the Education and Web Committee and were likely chaired by previous Commissioners who are no longer with the HSC.



Commissioner Do stated that if there is no need for the Committee, we should eliminate, and made the motion to cancel the Committee. The motion was seconded by Commissioner Slottag, and the Education and Web Committee was eliminated unanimously.

Commissioner Do said “I don’t know who chairs the Community Relations Committee but I know Commissioner Peggi Gant was on it.”

OPED Staff asked “What are the main functions of the Community Relations Committee?”

Commissioner Steckel indicated that the Committee was more involved in the Mayor’s Awards

Commissioner Berns said “According to the HSC Bylaws, on Page 4 of 12, the Chair shall be the Commission’s Presiding Officer. The Chair’s duties shall be those authorized in appointing the membership of committees and designating their chairs. The Chair shall encourage volunteers to participate.” Commissioner Berns suggested saying “it would be helpful if OPED Staff goes back through 2 years’ worth of HSC minutes and figure out which committees we had and who the members were at the time and do cross-walk and figure out active and inactive members and report to HSC Chair Dave Steckel and the Chair can advise the rest of the commissioners and decide which committees to keep or eliminate.

Commissioner Simmons suggested to go back to 2018 Minutes and see who the members were and assess the Committees functions over the course of the year. On a separate note, Commissioner Simmons asked if the Bylaws allow the HSC to conduct and take meeting actions over Zoom Video Conferencing.

Commissioner Berns said that “No, they don’t. However, the Governor’s Executive Order vacated on a temporary basis due to COVID-19 of the Opens Meetings Act. Therefore, the Governor’s Order does in fact trumps and allow zoom meetings to take actions providing documentation of a quorum.”

Commissioner Simmons also suggested such meetings to be considered within the Bylaws.

Commissioner Berns acknowledged Commissioner Simmons’s suggestion and stated that the State’s Attorney General is in the process of making decisions whether to allow zoom meeting after the Executive Order and that we are waiting to hear from the State if this will be permanent or not.

Commissioner Steckel stated that the HSC will need to verify the existing Demolition Delay list. He stated that “As we have done in the past, we will divide up the list of Historic Sites properties among the Commissioners and return the verified list to OPED Staff.”

Commissioner Simmons acknowledges the need to verify the listing but would like clarification on the criteria and how the Commissioners should conduct the verification process.

Commissioner Steckel indicated that in the past, commissioners took pictures of the assigned properties and if there were vacant properties instead of the actual historic site property, then the property was taken off the list.



OPED Staff asked how the list of the demolition delay properties were determined.

Commissioner Simmons indicated that in order for the properties to show on the demo delay list, they had to be on a Survey List or have historic significance shown by surveyors. Commissioner Simmons elaborated that if there are vacant properties, but are being identified on other's survey list, not only does the HSC will need to remove that property off of the demolition delay list, but the surveyors will need to do the same.

Commissioner Steckel stated that when the HSC verifies the demo delay list, part of the criteria should be to at least document the ones that are suspect and discuss for removal.

Commissioner Do asked when the HSC last verified the demo delay.

OPED Staff informed the Commission that to the best of his knowledge the Demo Delay was updated as of March 2019.

Remembering the pictures that Commissioner Do took for previous verification, she asked if the vacant properties were taken off the list.

Commissioner Steckel stated that he does not recall taking vacant properties off the list bur rather republishing the verified list.

Concerned about the proper criteria to use for demo delay verification, Commissioner Berns asked what other information the commissioners should collect while they are the properties. Commissioner Berns suggested that OPED Staff Mesfin Lenth contacts the Historic Preservation Division at Department of Natural Resources (DNR). Commissioner elaborated that every year, DNR gives out a CLG grant and there are a number of communities that do surveys of the historic properties and believes one of those communities have some sort of forms that the use to conduct community surveys. She suggested that we can replicate similar form to collect information regarding properties on the demo delay during verification process. This process will help provide consistency when it comes to verification process and follow similar criteria used by Historic Preservation at DNR. Commissioner Berns suggested to contact Paul Presley at DNR.

10) Public Comments (none)

11) Adjournment:

Motion to adjourn by Commissioner Purchase, seconded by Commissioner Do.

Next Meeting:

September 14th 2020, 4:30 p.m.

Zoom Video Conferencing